**PLT Meeting Agenda / Action Record**

**TEAM NORMS**

* **No Sidebars**
* **Cellphones on vibrate only**
* **Be respectful of others and opinions**
* **Snacks as often as possible**

**TEAM NAME: Kindergarten**

**DATE: Sept. 14, 2011**

**Roles (should alternate throughout the year):**

* **Facilitator: Stryker**
* **Greeter: Dean**
* **Time Keeper: Vann**
* **Recorder: Haenel**

|  |
| --- |
| **Purpose/Goal(s) for this meeting: Discuss Math Expressions and plan for math , and work on Data Capture Sheets.** |

|  |  |
| --- | --- |
| **Meeting Topics:**  **1. Welcome to all!**  **2. KIA Data Capture**  **4. Discuss Universal Screening Info**  **5. Set Agenda for Next PLT** | **Desired Outcomes:**  **1. Discuss KIA data Capture**  **2. Discuss math planning for 1 month**  **3. complete data sheets** |

**MEETING MINUTES (TO BE COMPLETED BY THE RECORDER):**

**Team Members Present Team Members Absent**

|  |
| --- |
| **Discussion / Decision Summary:**   * **Ms. Armstrong stopped by to let us know that she is our SST rep. Team discussed SST briefly and made Ms. Armstrong aware of students we felt may need to be referred to SST.** * **Discussed Universal Screening assessments that are coming up. Found out that our classes have been entered into the system. Many team members do not have their MClass computers as they are being used by other people throughout the school.** * **KIA Data Capture sheets were worked on.** |

|  |  |
| --- | --- |
| **Action Steps:**  **1.**  **2.**  **3.** | **Person Responsible:**  **1.**  **2.**  **3.** |

|  |  |
| --- | --- |
| **Agenda items for next meeting:**  **1. Kid Talk – Discuss data from assessments**  **2.**  **3.** | **Artifacts attached from this meeting:**  **1.**  **2.**  **3.** |